



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 13.1

Subject: Supervision Levels of Delinquent Youth

Supersedes: DCS 13.1, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

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Application

To all Department of Children's Services Juvenile Justice Case Managers

Authority: TCA 37-5-106, 37-5-112; 37-1-131; 37-1-132; 37-1-137

Policy

DCS will provide to delinquent offenders a combination of appropriate supervision and services designed to address risk factors that contribute to the development or continuation of delinquent behavior. Each delinquent youth shall be classified for one of four levels of supervision. Delinquent youth shall receive the level of service and/or monitoring as required by their classification. The levels outlined in this policy are minimum standards. The team leader will guide the case manager if a higher level of supervision is necessary. A youth's classification shall be changed as necessary to meet the youth's needs and/or to ensure public safety.

Procedures

A. Levels of supervision

There are four levels of supervision: **Maximum**, **Medium**, **Minimum**, and **Inactive**. A youth who meets the criteria of more than one level must be classified at the highest applicable level, unless the supervisor gives written permission for a lower classification.

B. Classifying youth 1. Maximum supervision

A youth must be classified for maximum supervision if any of the following are true. The youth has/is:

- a) Experiencing a period of crisis in the home, school, place of employment, and/or community, and contact with the case manager can be of assistance to the youth in coping with the crisis situation;
- b) Making no progress toward goals outlined in his/her individual program plan or permanency plan;
- c) Been on probation, aftercare supervision, or local interstate compact supervision for less than thirty (30) days;
- d) Been in a DCS foster home for less than thirty (30) days;
- e) An outstanding felony petition(s), or revocation proceedings are pending. (Cases involving minor or technical probation or aftercare violations and cases in which disposition has been continued in excess of thirty (30) days may be classified at less than maximum level at the discretion of the case manager.); or
- f) Youth is in DCS custody but placed in his/her home.

2. Medium supervision

A youth must be classified for medium supervision if any of the following are true. The youth:

- a) Was formerly classified for maximum supervision and has encountered no severe adjustment problems during the past thirty (30) days;
- b) Although experiencing a period of crisis, is actively involved with another agency providing services; or
- c) Has made progress in meeting the IPP/permanency plan goals.

3. Minimum supervision

A youth must be classified for minimum supervision if any of the following are true. The youth has/is:

- a) Made substantial progress toward the objectives outlined in the IPP/permanency plan and has not encountered any further adjustment problems;

- b) No prior record, was placed on probation for a minor offense, and has completed the first thirty (30) days of probation;
- c) Currently in an out-of-home placement. A youth in an out-of-home placement may be classified at a higher level of supervision, depending upon his/her location and the level of involvement of his/her case manager in the program.
- d) Not exhibiting any specific problems but is still in need of supervision to prevent regression to former inappropriate behaviors;
- e) Absconded and his/her custodial parent(s) remains in the local community (parent contact is required. See section F, 7);
- f) Participating in a private residential treatment program; or
- g) Under out-of-state Interstate Compact on Juveniles (ICJ) supervision and his/her custodial parent(s) remains in the local community. Only telephone calls are required.

4. Inactive supervision

A youth must be classified for inactive supervision if any of the following are true. The youth has/is:

- a) Absconded, and the whereabouts of his/her family are unknown;
- b) Under out-of-state ICJ supervision and no parent remains in the community;
- c) Met all IPP/permanency plan objectives but has not been discharged from supervision by the juvenile court; or
- d) Incarcerated and awaiting trial as an adult.

C. Changing classifications for supervision level

A youth's supervision level must be changed as indicated by the youth's needs and/or the necessity to ensure public safety. Case managers may use their discretion to move youth to a higher or lower level of supervision as dictated by the criteria specified above. Team leaders will monitor youth in crisis and ensure the correct level of supervision is utilized.

1. Change to a higher level of supervision

If a youth meets any one criterion for a higher level, he or she must be immediately reclassified to a higher level of supervision.

2. Change to a lower level of supervision

Any case manager desiring to supervise a youth at a level of supervision lower than that dictated by the guidelines of this policy must request supervisory approval. If the supervisor approves the request, the case manager must document it in TNKids case recordings and the youth's case file.

D. Review of classifications**1. Monthly reviews**

The case manager must consider a youth's supervision needs each month and the following must be documented in TNKids supervision level icon:

- a) Level of supervision;
- b) Reasons for classification;
- c) Progress made toward permanency/aftercare plan goals and objectives;

2. The Case Manager will follow the "PC-COP" (Purpose of Contact-Content, Observation/Assessment, Plan) format in entering case recordings. (See DCS Policy [31.14, Case Recordings for Foster Care, Adoption Services and Juvenile Justice Cases.](#))**3. Quarterly reviews**

The supervisor must review each youth's supervision level during quarterly file reviews to ensure that youth have been classified according to policy guidelines.

E. General supervision guidelines**1. Purpose of guidelines**

The mix of home, school, community, and office contacts must be consistent with a youth's needs, risk, and objectives, as specified in the following guidelines.

2. Case Manager visitation requirements

- a) A visit, in which the case manager visits with both the youth and the primary caretaker, satisfies the visitation requirement for each of them.
- b) A home visit in which either parent, family member, or the youth is seen satisfies the home visit requirement.
- c) An unsuccessful home visit (no one is seen) does **NOT** satisfy the home visit requirement.

3. Waivers for home visits

A case manager may request a waiver of the required home visit contacts in the interest of personal safety. The case manager must submit written justification for the waiver to his/her supervisor for approval. The written justification with the supervisor's approval will be placed in the youth's case file. Additionally, the waiver will be documented in TNKids case recordings.

F. Requirements and guidelines for each level of supervisions

1. Maximum Level of Supervision

- a) Face-to-face contact with the youth three (3) times each month.
- b) Face-to-face contact with the youth's primary caretaker one (1) time each month.
- c) One (1) school visit during the first thirty (30) days of supervision on probation, after release from a facility. After the first thirty (30) days, visits to school and other services providers as needed. Regularly planned school visits are highly encouraged.
- d) Youth placed at home as a custody placement.
- e) One (1) home visit each month.

2. Medium Level of Supervision

- a) Face-to-face contact twice (2) per month.
- b) Face-to-face or telephone contact with youth's primary care taker once (1) each month.
- c) Contact service providers monthly via telephone call.
- d) School visits will be made as needed.
- e) One (1) home visit will be made each month.

3. Minimum Level of Supervision

- a) Face-to-face visit for youth placed in a residential placement (including foster homes) within 75 miles of the case manager's office or within the region.
 - b) Quarterly face-to-face contact for youth placed in a residential placement (including foster homes) more than 75 miles from the case manager's office or within the region. See DCS policy [13.2, Delinquent Youth In Departmental Custody: Home County Case Manager Responsibilities](#).
 - c) Contact will be made with all youth in out-of-home placement by telephone unless a face-to-face visit has been made that month.
 - d) Youth under community supervision (probation, ICJ and aftercare) classified as **Minimum Supervision Level**, will be seen face-to-face once (1) each month.
 - e) Face-to-face or telephone contact with the youth's primary caretaker will be made once (1) each month.
 - f) School visits will be made as needed.
 - g) One (1) home visit will be made each quarter.
4. A letter may be substituted for a phone contact or face-to-face contact, but not more than once (1) per quarter. If a letter is used, its contents must include:
- a) A discussion of the child's progress.
 - b) Specific problems experienced.
 - c) A request that the caretaker contact the case manager.
 - d) The case manager's supervisor must approve all letters.

5. Minimum supervision in anticipation of a youth's return home – When the case manager anticipates that a youth in any out-of-home placement will return to his/her home, the following additional requirements apply:

- a) The case manager must make a minimum of two (2) home visits to the primary caretaker's residence while the youth is in an out-of-home placement. One (1) visit must take place within twenty (20) working days of a youth's commitment. The other visit must be made during the time that documents for the release to home

placement are being prepared for submission to the committing court.

- b) If a youth remains in care beyond six (6) months, the case manager must make a minimum of one (1) home visit each quarter following the sixth (6) month
- a) When the youth has been placed in another region or county for foster care or contract agency placement, the home county case manager is responsible for the youth contacts and primary caretaker contact home visits. See DCS policy [13.2, Delinquent Youth In Departmental Custody: Home County Case Manager Responsibilities](#).

6. Minimum Supervision for Youth Voluntarily in Treatment

– Primary caretaker contacts and home visit requirements for youth who have voluntarily entered private treatment programs are outlined in section *F, 3, Minimum Level of Supervision* above. Contacts with the youth, or contacts with the treatment program staff must be made as needed.

7. Supervision of an Absconder (Runaway) – When a youth has absconded from aftercare custody or probation supervision, the case manager will have the following supervision requirements:

- a) One (1) unannounced home visit each month. If the youth is at the home and does not willingly return to custody, law enforcement will be notified immediately.
- b) Make at least two (2) telephone calls to the parent(s) each month. If parents are not living in the same household, each parent will be called.
- c) If the family has moved, the case manager will conduct a diligent search per DCS policy [16.48, Conducting a Diligent Search](#).
- b) The case manager shall ensure that a petition and attachment have been filed and the youth is placed in the National Crime Information Center (NCIC) data system.

8. Inactive Supervision

- a) The case manager must advise the Juvenile Court that the youth has been placed on inactive supervision.
- b) No contacts with youth or primary caretakers are required.

- c) If a youth is under out-of-state ICJ supervision and the custodial parent remains in the local community, the parent shall be contacted (face-to-face, by telephone, or by letter) once each quarter. No home visits are required.

9. Supervision For Youth At Home In a Continuum Program

- a) Youth involved in continuum programs but residing at home may be supervised as **Minimum Level Supervision** criteria above.
- b) In addition to those requirements outlined under **Minimum Level Supervision** criteria, the case manager must make at least one face-to-face contact or telephone contact with the continuum caseworker each month.

G. Additional supervision guidelines

1. **School visits** – a visit to the school includes speaking with a school professional to inquire if the youth is attending regularly, exhibiting any behavior problems and the youth's level of performance.
2. **Youth Development Centers, DCS Group Homes or Contract Agencies** – includes a face-to-face contact with the youth's case manager to discuss the youth's progress on the treatment plan. If quarterly visits are appropriate, monthly telephone contact will be made to the case manager and the youth.
 - ◆ Any allegations of physical or sexual abuse made by the youth shall be addressed with the case manager or other staff in a management position before leaving the facility or placement.
 - ◆ Upon return, the case manager will discuss the allegations with the team leader.
 - ◆ Documentation regarding the allegations made by a youth shall not be recorded into TNKids until proper investigative procedures have been initiated.
3. **Youth on Probation or Aftercare** – monthly telephone contact will be made with all vendors providing services to the youth/family. Contacts will address whether the youth/family is attending or receiving the services they need

and to help coordinate the delivery of services.

Forms

None

Collateral Documents

None

Standards

DCS Practice Model Standards – 5-600

DCS Practice Model Standards – 5-601

DCS Practice Model Standards – 5-602

DCS Practice Model Standards – 5-603

DCS Practice Model Standards – 8-300

Glossary

<i>Term</i>	<i>Definition</i>
<i>Continuum-of-Care Contract:</i>	A service-based system of care which allows the contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to “customize” the delivery of services to each child and family in the least restrictive, and most cost-efficient manner.
<i>National Crime Information Center (NCIC):</i>	A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, mugshots and convicted sex offender registry.